

Retention and Classification Report

Agency: District Court (Fifth District : Beaver County) (1683)

P.O. Box 1683
2270 South 525 West
Beaver, UT 84713
435-438-5395

Records Officer

26634 *Assumed Names Record
24549 *Case indexes
26628 *Certificates of citizenship record books
24079 *Citizenship certificate stubs
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AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26634

3

TITLE: Assumed Names Record

DATES: 1938-1965.

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

Comprised of one book that appears to have corporation company and owner names. Book is index format.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value corporation listings kept by the court that are found in this record book.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24549

3

TITLE: Case indexes

DATES: 1896-1998.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by date.

DESCRIPTION:

This series is comprised of three index books kept by the Fifth District Court in Beaver County to access the civil and criminal case files generated by the court. Book 1 indexes by defendant surname between 1896 and 1950. Book 2 is a matching volume except that indexing is by plaintiff surname. Book 3 has sections organizing by both plaintiff and defendant surname between 1950 and 1998.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1896 through 1950. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1950 and continuing to the present. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24549

TITLE: Case indexes

(continued)

authority to weed.

APPRAISAL:

Historical

Disposition based on the value of this series in accessing the permanent civil and criminal case files generated by the court.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26628

3

TITLE: Certificates of citizenship record books

DATES: 1896-1900.

ARRANGEMENT: Chronological by date of entry.

DESCRIPTION:

Comprised of two books (III and IV). Books I and II were kept by the territorial district court and can be found in series (need to create).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Based on the historical value of these records in tracking individuals who naturalized in the Fifth District Court in Beaver County.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24079

3

TITLE: Citizenship certificate stubs

DATES: 1907-1911.

ARRANGEMENT: Numerical by certificate number

DESCRIPTION:

These preprinted stubs kept a record of each certificate of citizenship issued to newly naturalized citizens. A certificate was given to the new citizen and a copy mailed to the federal Bureau of Naturalization. The court clerk kept these stubs which recorded the essential information on the certificate: number; name; age, when and where the declaration of intention was filed; when and where the petition for citizenship was filed; name, age, and residence of wife; name, age, and residence of minor children; date order filed; and holder's signature.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24079

TITLE: Citizenship certificate stubs

(continued)

APPRAISAL:

Historical

This disposition is based on the historical values of these records to document the naturalization process.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24290

3

TITLE: Civil case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These case files document civil cases handled by the Fifth District Court in Beaver. They include all papers filed with the court

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment, as long as 25 years in some instances. Because they enforce or protect private rights and prevent or redress private wrongs, the value of the judge's

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24290

TITLE: Civil case files

(continued)

decrees and final judgments to parties in the action may well extend beyond the 25-year designation.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26668

1

TITLE: Civil case indexes

DATES: 1896-1998.

ARRANGEMENT: alphabetical by surname

DESCRIPTION:

Comprised of one volume which can be used to locate civil case file numbers for civil case files generated by the court.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Historical

Provides the index which is essential in locating specific civil case files from the court.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24551

3

TITLE: Civil registers of actions

DATES: 1896-1998.

ARRANGEMENT: Numerical by case number, thereunder chronological by date.

DESCRIPTION:

Civil cases document the legal process and the administration of justice in conjunction with civil proceedings for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Records and documents pertaining to a particular civil action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. The clerk is required as documents enter the case file to make a notation that shows "the nature of each paper filed or writ issued and the substance of each order or judgment of the court and of the returns showing execution of process. The notation of an order or judgment shall show the date the notation is made. When trial by jury has been properly demanded or ordered the clerk shall enter the word 'jury' on the page assigned to that action" [UCA 79 (b) (2)].

A register of actions may contain the following entries for each civil case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers and disclaimers.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/2002

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24551

TITLE: Civil registers of actions

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1896 through 1959. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1959 and continuing to the present. Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the legal and historical value of the District Court REGISTERS OF ACTIONS. The court clerk is required by law [UCA X, (79) (a)] to keep a register of actions that functions as a chronological list of papers filed and fees paid which relate to individual civil actions.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24338

3

TITLE: Criminal case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Case files are made up of the various documents filed with the Fifth District Court in Beaver County pertaining to each specific case. The records usually contain information such as the case number, and the names of the defendants, counsel, jurors, and witnesses. The case file may include complaints, indictments, subpoenas, verdicts, warrants of arrest, execution or confinement, warrant returns, affidavits, orders, judgments, appeal notices. Files rarely include transcripts of testimony.

First, second, and third degree felony cases are the predominant case file type within this series (a major crime for which the maximum imprisonment is more than one year in a state correctional institution). This would include first degree offenses such as murder, rape, aggravated kidnapping, aggravated burglary and robbery, arson, and possession with intent to distribute drugs. Second degree offenses include: manslaughter, robbery, residential burglary, kidnapping, perjury, forgery, theft of property valued over \$1,000.00, forcible sexual abuse, and intentional child abuse. Third degree felonies include: burglary of non-dwellings, theft, aggravated assault, forgery, unlawful sexual intercourse, joyriding, possession with intent to distribute marijuana or cocaine, and false or forged prescriptions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24338

TITLE: Criminal case files

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Historical

These are historically significant permanent records of the court.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26635

3

TITLE: Criminal docket

DATES: 1896-1916

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

Comprised of one book.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of this book in accessing the earliest historic criminal case files from the court.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26627

3

TITLE: Criminal Information Book

DATES: 1919-1979

ARRANGEMENT: Chronological by date of entry.

DESCRIPTION:

Comprised of one book that provides criminal case summaries.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Based on the historical value this book provides on criminal cases heard in the Fifth District Court in Beaver County.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24378

3

TITLE: Criminal registers of actions

DATES: 1896-1998.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Records and documents pertaining to a particular civil, criminal or probate action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. A register of actions may contain the following entries for each case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers, disclaimers, bonds, and inventories.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24378

TITLE: Criminal registers of actions

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

This disposition is based on the historical value of the Registers of Actions since they document individuals and topics useful to legal researchers and historians. This series also has administrative and legal value since it documents the functions of the Third District Court and continues to serve current and future administrative needs [UCA 79 (d) (6)].

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 85176

4

TITLE: Declarations of intention record books

DATES: i 1896-1940.

ARRANGEMENT: Chronological by filing date.

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

To become a citizen of the United States, an individual normally filed a "declaration of intention to become a citizen" at least two years prior to applying for citizenship. The next step was the naturalization hearing at which the candidate and witnesses either made oral statements or filed written petitions and affidavits attesting to the applicant's character, worthiness to become a citizen, and the validity of statements made to the court. If the judge found the applicant eligible to become a citizen, an oath was administered and the individual renounced his former citizenship. At this point a certificate of citizenship was issued documenting the fact. These volumes contain recorded copies of the declarations of individuals' intentions to later become United States citizens and to renounce current citizenship. The first forms contain little more than the declarant's name and native country, but forms after 1906 contain more detailed information about both the individual and his family.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 85176

TITLE: Declarations of intention record books

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical Legal

These records provide detailed information on Beaver county immigrants.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24546

3

TITLE: General indexes to actions

DATES: 1896-1925.

ARRANGEMENT: Chronological by date, thereunder alphabetical by name.

TOTAL VOLUME:

DESCRIPTION:

These indexes provide names of parties, place where recorded (record book, judgment docket, minute book, etc.), and usually case or file number for actions taken in civil, criminal, and probate cases in the Fifth District Court-Beaver County. Incorporations are also included; in fact, Vol. A is also called a "Corporation index" as so many of the cases recorded therein pertain to incorporations.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1896 through 1925. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1925 and continuing to the present. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24546

TITLE: General indexes to actions

(continued)

authority to weed.

APPRAISAL:

Historical

This appraisal is based on the fact that this is one of the only known sources available for accessing historic case files from the court which have a permanent retention.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26626

3

TITLE: Judgment book indexes

DATES: 1896-1998.

ARRANGEMENT: Alphabetical by surname.

TOTAL VOLUME:

DESCRIPTION:

This series is comprised of three index books kept by the Fifth District Court in Beaver County to access entries in both the judgment record books and the judgment docket books kept by the court. Book 1 indexes Judgment Record Books 1 (1896-1897), 2 (1898-1905), B (1905-1916), and C (1916-1933). Book 2 indexes Judgment Record Books D and E, and Book 3 indexes judgment docket books B and C.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series is historically valuable since it provides access to both the judgment record books and the judgment docket books created by the court.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26626

TITLE: Judgment book indexes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26625

3

TITLE: Judgment dockets

DATES: 1896-1998.

ARRANGEMENT: Chronological by filing date.

TOTAL VOLUME:

DESCRIPTION:

This series contains the Judgment Dockets produced by the 5th District Court in Beaver County. Dockets function as an agenda for the proceedings of the court, written in abstract or brief form to act as a record of the action relative to each case. The docket generally contains the following information: Plaintiff, Defendant, Nature of the Case, Attorneys for the Plaintiff and Defendant, Case Number, Date and Nature of each action taken in the case, any applicable fees for the action, along with the judge's disposition of the case.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series is historically valuable since it provides access to the civil case files and all court proceedings.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26625

TITLE: Judgment dockets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 13138

3

TITLE: Judgment record books

DATES: 1898-1976.

ARRANGEMENT: Chronological by filing date.

TOTAL VOLUME:

DESCRIPTION:

This series contains judgment record books kept by the 5th District Court in Beaver County. The text of judgments rendered in court cases are recorded in these volumes. These records function as a reference source for all final judgments made by the court in civil matters. Included are findings of fact, conclusions of law, and the decree or judgment. Recorded information includes the names of the parties involved, date, a summary of the case and findings, decisions rendered, and the names of officials. A case number is recorded in some instances.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Historical

This series has historical value as they provide access to judgments in historic case files.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 13138

TITLE: Judgment record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 1394

4

TITLE: Minute books

DATES: 1905-1979.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

These minute books document the daily proceedings of the court but are not transcripts of court cases. Business matters include court site and officers present, jury selection, judicial appointments, expense claims, as well as entries noting the day's proceedings on various cases. A typical case will span multiple dates and will include an indictment or indication of the filed complaint, procedural issues, presentation of the case, witnesses' names, the verdict, and precise sentencing or settlement.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 1394

TITLE: Minute books

(continued)

APPRAISAL:

Historical

Disposition is based on the value of these records in understanding all actions associated with the case files of the court.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. These books include occasional reference to adoptions.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 85177

4

TITLE: Naturalization record books

DATES: i 1896-1940.

ARRANGEMENT: Chronological by filing date.

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

To become a citizen of the United States, an individual normally filed a "declaration of intention to become a citizen" at least two years prior to applying for citizenship. The next step was the naturalization hearing at which the candidate and witnesses either made oral statements or filed written petitions and affidavits attesting to the applicant's character, worthiness to become a citizen, and the validity of statements made to the court. If the judge found the applicant eligible to become a citizen, an oath was administered and the individual renounced his former citizenship. At this point a certificate of citizenship was issued documenting the fact. These volumes contain standardized certificates of citizenship and any supporting petitions or documentation required.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical Legal

These records provide detailed information on Beaver county immigrants.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 85177

TITLE: Naturalization record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 6241

3

TITLE: Probate case files

DATES: 1856-

ARRANGEMENT: Numerical by case number.

TOTAL VOLUME:

DESCRIPTION:

Case files involving the estates of deceased persons and the guardianship of minors and the incompetent. Adoptions, incorporations or dissolutions (turn of the century) and name changes might also appear.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1896 through 1955. Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

Paper: Retain in Office permanently or until microfilmed.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 6241

TITLE: Probate case files

(continued)

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. Because they enforce or protect private rights and prevent or redress private wrongs, the value of the judge's decrees and final judgments to parties in the action may well extend indefinitely.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, & probate records.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26588

3

TITLE: Probate case index

DATES: 1896-1989.

ARRANGEMENT: Alphabetical by surname.

TOTAL VOLUME:

DESCRIPTION:

This record series contains an index book kept by the clerk of the court for the purpose of tracking probate actions handled by Fifth District Court in Beaver County. It lists the name of parties involved in probate proceedings, the accompanying probate case number, and information on where the case can be located in the probate registers of action maintained by the court (through probate register book 4).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Historical

Disposition based on the critical value of this series in accessing specific cases in the permanent probate case files created by the court.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 26588

TITLE: Probate case index

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. This book include occasional reference to adoptions.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 1053

4

TITLE: Probate record books

DATES: 1897-1997.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

Probate record books are a daily record of what documents were filed in court on a particular day. They contain details of the proceedings in estate cases. Personal name change cases may also appear. For deceased persons, the will, appraisals and inventories, and the settlements are recorded. For guardianships the appointment of a guardian and frequently an account of some property are noted. Adoption records give the full order of the adoption, often with statements from both the natural and adoptive parents or a social service agency detailing circumstances of the adoption.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1898 through 1966.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1898 through 1966.
Retain in State Archives permanently.

Paper: Retain in State Archives permanently and then microfilm.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 1053

TITLE: Probate record books

(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. These books include occasional reference to adoptions.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 23866

3

TITLE: Probate registers of action

DATES: 1896-1998.

ARRANGEMENT: Numerical by case number.

TOTAL VOLUME:

DESCRIPTION:

Probate registers of action list each action taken in the cases presented to the probate division of Fifth District Court: Beaver County. In addition to handling the estates of deceased persons, the probate division also dealt with adoptions, guardianships, and insanity and incompetency cases. The court was responsible for adjudicating and conveying ownership of town site lands (Utah Code, 57-7-19, 1953). Occasionally, the court handled name changes and inquests regarding the cause of a death. In each case the probate register indicates the name or names of the individuals involved, the kind of case, and the name of the petitioner's attorney, followed by a list of each action taken in the case and the date that action was taken.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 23866

TITLE: Probate registers of action

(continued)

APPRAISAL:

Historical

This registry serves as an index to the 5th District Court probate cases, which in turn provide valuable information for social historians and family historians.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt. Adoptions are sealed for 100 years.